

**EAGLE MOUNTAIN CITY**  
**CITY COUNCIL MEETING**  
**JULY 16, 2013**

<b>TITLE:</b>	RESOLUTION – Consideration and Adoption of a Resolution of Eagle Mountain City, Utah, Amending the Policies and Procedures Manual.		
<b>FISCAL IMPACT:</b>	N/A		
<b>APPLICANT:</b>	Jason Walker, Asst. City Administrator		
<b>GENERAL PLAN DESIGNATION</b> N/A	<b>CURRENT ZONE</b> N/A	<b>ACREAGE</b> N/A	<b>COMMUNITY</b> Citywide

**NOTICES:**

None (Required if any)

**REQUIRED FINDINGS:**

None.

**Planning Commission  
Action / Recommendation**

**Vote:** N/A

**Prepared By:**  
Jason Walker, Asst. City  
Administrator

**NOTES/COMMENTS:**

**RECOMMENDATION:**

Staff recommends that the City Council approves the following amendments to the Policies & Procedures Manual to bring the City into compliance with new legislation (per URS audit), to reflect the disbanding of the Eagle Mountain Fire Department, and to fix or clarify various other policies, as outlined.

**BACKGROUND:**

Utah Retirement Systems (URS) did an audit of our Policies & Procedures, and they pointed out that due to new legislation, we needed to insert language to clarify how we are classifying our elected officials. Currently, per City ordinance, we classify our City Council and Part-time Mayors as Part-time, and full-time Mayors as full-time, and eligible for retirement benefits with URS. Per the new requirements, we need to articulate this in our Policies & Procedures Manual.

As we were amending the Policies & Procedures Manual, we took opportunity to clarify, correct, and otherwise fix certain areas that needed attention. These items include:

- Removal of language pertaining to Eagle Mountain City Fire Department (now under UFA control).
- Amending the work week schedule to reflect the 5-day week that the City now maintains.
- Removal of mandate that employees speak only in English while at work.
- Amendment to the No Smoking policy to include e-cigarettes, per the Utah Clean Air Act.
- Amendment to the leave policy which eliminates the distinction between sick leave and long-term sick leave. It is proposed that it all be considered sick leave from this time forward.
- Clarifies that funeral leave shall be taken as consecutive days.
- States that multiple employees traveling on City business to the same place shall have their own hotel rooms, unless the employees expressly choose to share a room.
- Amendment stating that the City will pay the cost of economy class airfare rather than business class airfare.